

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”



Classification: Program Technician (\$2,551-\$3,103)

Location: Department of Veterans Affairs
Farm and Home Purchases Division – San Diego District Office
3160 Camino Del Rio S, Suite 112
San Diego, CA 92108

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities:

Perform duties relative to initial processing of CalVet loans such as, Construction, Rehabilitation, Home Improvement, and Farm Loans. Duties:

- Initial review of military, credit and income eligibility for CalVet loans.
- Generate loan status letters, prepare loan application transmittal to escrow, and process prequalification requests.
- Market the CalVet Loan Program to veterans and real estate professionals.
- Maintain log and run credits reports for application process.
- Communicate effectively with public/customers, other Agencies, and other staff within the Department of Veterans Affairs (in a team environment) in both written and verbal form.
- Provide information to real estate professionals regarding departmental policies, procedures, contracts, statutes and regulations with respect to CalVet Loan processing.
- Utilize the computer systems and programs (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet) for reviewing accounts (MITAS), inputting data, preparing spreadsheets/reports, and performing research in the performance of Loan Processing functions (or as needed by the Division).
- Attend community events or industry meetings on behalf of the program for marketing, training or informational purposes (may include public speaking).
- Maintain a work schedule of Monday thru Friday, 8:00 a.m. to 5:00 p.m.

How to Apply: Candidates should submit a State Application (STD. 678), resumé to:

CA Department of Veterans Affairs
1227 “O” Street, Room 402
Sacramento, CA 95814

Inquires:
Voice: (916) 653-1984
TDD: (916) 653-1966

Attention: Juanita Rios, Ref: M80 #162 06/07

In Line #12 on the State Application, you must reference M80 #162 06/07, and clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.